

ADMINISTRATION FOR CHILDREN AND FAMILIES**AEROSPACE BUILDING****OCCUPANT EMERGENCY EVACUATION PLAN**

TABLE OF CONTENTS

This document provides links to files containing the information listed in this Table of Contents. You may access this information by selecting the item you are interested in, by placing the cursor on the item and clicking the mouse to go to the topic file.

[Emergency Call List](#)

[Emergency Evacuation Team Roster](#)

[Introduction](#)

[Purpose](#)

[Applicability](#)

[Authority](#)

[Emergency Definition](#)

[Responsibilities](#)

[Initiating Action](#)

[Reviews and Tests](#)

[Effective Date](#)

[Building Information Sheet](#)

[Evacuation Information](#)

[Occupant Emergency Services](#)

[Occupant Emergency Organization](#)

[Fire, Bomb Explosion, Hazardous Materials Leak](#)

[Suspicious Package \(possible bomb\)](#)

[Bomb Threat](#)

[FPS/Check List for Telephone Bomb Threat](#)

[Medical/First Aid Emergency](#)

[Natural Disaster-No Warning](#)

Natural Disaster-Advance Notice

Demonstration Situation

Aerospace Building Floor Plans

AEROSPACE BUILDING

OCCUPANT EMERGENCY EVACUATION PLAN

EMERGENCY CALL LIST

Bomb Disposal	9-911
Bomb Threat/Federal Protective Service	9-(202)-708-1111
Aerospace Center Building Manager	9-(202)-484-8181
Aerospace Center Security Desk (first floor lobby)	9-(202)-484-0578
FIRE DEPARTMENT:	
Emergency	9-911
Non-Emergency	9-(202)-462-1762
MEDICAL:	
Emergency (Ambulance)	9-911
Non-Emergency (First Aid) Primary - GSA, Room 4114	9-(202)-708-6085
Poison Control Center	9-(202)-625-3333
Building Emergency:	
Office of Administrative Services and Facilities Management	(202) 401-9300 or (301-502-2284)
POLICE SERVICE:	
Federal Protective Service	9-(202)-708-1111
Metropolitan Police Department:	
Emergency	9-911
Non-Emergency	9-(202)-727-1010
ACF Occupant Emergency Coordinator/OASFM	(202)-401-9300
UTILITIES:	
Electricity/Water	(202)-401-9300
If no response: (Hines Bldg Management)	9-(202)-484-8181
Gas Company	9-703-750-1000
Telephone (ACF)	(202)-401-9300
Emergency Command Center (1st Floor Lobby)	(202)-401-9300
Alternate Command Center (Corner of D St.S.W., outside the GSA Building, or Roving).	

ADMINISTRATION FOR CHILDREN AND FAMILIES

AEROSPACE BUILDING

Persons Authorized to Order Evacuation (Emergency Command Center Team)

Assistant Secretary for Children and Families:	Olivia Golden	202-401-9200
Designated Official:	Betty James Duke, Deputy Assistant Secretary for Administration	202-401-9238
Alternate Designated Official:	Nancy Stipa, Director, Office of Administrative Services and Facilities Management	202-401-9300
Occupant Emergency Coordinator:	Lee Roy Clark, Office of Administrative Services and Facilities Management	202-401-4890
Alternate:	Wanda Turner, Office of Administrative Services and Facilities Management	202-401-2566
Floor Team Coordinator:	Nancy Stipa, Office of Administrative Services and Facilities Management	202-401-5587
Alternate:	Wilhelmina Harris, Office of Administrative Services and Facilities Management	202-401-4580
Most Senior Federal Official (after normal duty hours)		

EVACUATION MONITORS AND ASSISTANTS

<u>BUILDING</u>	<u>FLR</u>	<u>ORGAN</u>	<u>DUTY</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>PHONE</u>
Aerospace	7th	OPA	Floor Monitor/7th Floor	McSwain	Larry	401-1230
Aerospace	7th	OPRE	Alternate Flr Monitor/7th Flr	Wolf	Larry	401-5084
Aerospace	7th	OPRE	Area Monitor/West Side	Fernandez	Edie	401-9220
Aerospace	7th	OPRE	Area Monitor/West Side	Rolston	Howard	401-9220
Aerospace	7th	OPRE	"A" Stairwell Monitor	Rolston	Howard	401-9220
Aerospace	7th	OPRE	"B" Stairwell Monitor	Jagannathann	Kizhanatha	401-0981
Aerospace	7th	OA/OIS	Area Monitor/Center	Fine	Kevin	401-5682
Aerospace	7th	OA	Area Monitor/Center	Carpenter	Michelle	401-5784
Aerospace	7th	OPRE	"C" Stairwell Monitor	Dolson	James	260-6165
Aerospace	7th	OA/DAM	"D" Stairwell Monitor	Miller	Antoinette	401-5562

		OA/DAM	Area Monitor-DAM/OMS	Washington	Jenel	
Aerospace	7th	OA/DAM	Area Monitor-DAM/OMS	Brown	LaSandra	401-5399
Aerospace	7th	OPA	Elevator Monitor-7th Floor	Somerville	Blaine	401-5320
Aerospace	7th	OPRE	Disability (Wheelchair)	Kendall	Jamie	401-5600
Aerospace	7th	OPRE	Evacuation Assistant	Maniha	Ken	401-5372
Aerospace	7th	OPRE	Evacuation Assistant	Jakopic	Richard	205-5930
Aerospace	7th	OA/OMS	Disability (Walking)	Carter-Walker	Carol	401-9379
Aerospace	7th	OA/OMS	**Evacuation Assistant	Martin	Mable	401-9228
Aerospace	6th	OA	Floor Monitor/6th Floor	Kernan-Ivery	Lee	401-5602
Aerospace	6th	OA	Alt.Fl'r Monitor/6th Floor	Hanson	Don	401-4605
Aerospace	6th	OAS	Area Monitor/West Side	Johnson	Maggie	401-9206
Aerospace	6th	OAS	Area Monitor/West Side	Montgomery	Margaret	401-5180
Aerospace	6th	OA/ES	Area Monitor/West Side	Byrd	Donnetta	401-6781
Aerospace	6th	OA/ES	Alt. Area Monitor/West Side	Washington	Jayson	401-1555
Aerospace	6th	ORO	Area Monitor	Minor	Shelby	401-4881
Aerospace	6th	ORO	Area Monitor	Wooldridge	C.B.	401-5576
Aerospace	6th	ORO	"A" Stairwell Monitor	Wooldridge	C.B.	401-5576
Aerospace	6th	OA	"B" Stairwell Monitor	Jones	Bernadette	205-4783
Aerospace	6th	ORR	Area Monitor/ORR	Williams	Arnetta	401-5622
Aerospace	6th	ORR	Area Monitor/ORR	Do	Kathy	401-4579
Aerospace	6th	ORR	Disability (Walking)	Kimchi	Nguyen	401-4556
Aerospace	6th	ORR	**Evacuation Assistant	Munia	Ron	401-4559
Aerospace	6th	ORR	**Evacuation Assistant	Bussert	Loren	401-4732
Aerospace	6th	ORR	**Evacuation Assistant	Bryant	Margaret	401-1554
Aerospace	6th	OA	Area Monitor/East Side/OA	Truitt		401-4593
Aerospace			Area Monitor/East Side/OA	Hoover		401-5585
	6th			Andress		401-4633
			"D" Stairwell Monitor			401-4717
		OA			Art	401-5599
Aerospace	6th	OA	Disability (Wheelchair)	Carter	Vardrine	401-7041
Aerospace	6th	OA	**Evacuation Assistant	Weatherspoon	Monique	401-9236
Aerospace		OA	**Evacuation Assistant	Smith	Steve	401-6964
Aerospace	6th		**Evacuation Assistant	Lipton	Gail	260-6383
Aerospace			Floor Monitor-5th Floor	Harden	Glenda	401-5623
Aerospace	5th	OCS	Alternate Fl'r Monitor-5th Floor	Monroe	Robin	401-5634

Aerospace	5th		Area Monitor/East Side/OLAB	VACANT	VACANT	
Aerospace	5th	OLAB	Area Monitor/East Side/OLAB	Venable	Cynthia	401-4886
Aerospace	5th	OLAB	Disability (Hearing)	Fish	Joe	401-4657
Aerospace	5th	OLAB	**Evacuation Assistant	Bernhardt		
Aerospace	5th	OLAB	**Evacuation Assistant	Barlow	Amanda	401-5009
Aerospace	5th	OFA	Area Monitor/East Side/OFA	Griffin	Gloria	401-9330
Aerospace	5th	OFA	Area Monitor/East Side/OFA	Boswell	Shelly	401-5132
Aerospace	5th	OCS	"A" Stairwell Monitor	Taylor	Harold	401-5711
Aerospace	5th	OCS	"B" Stairwell Monitor	Atakora	Sandra	
Aerospace	5th	OCS	Area Monitor/Center/OCS	Gray		
Aerospace	5th	OCS	Area Monitor/Center/OCS	Page		
Aerospace	5th	OCS	Area Monitor/Center/OCS	Rivers	Kathy	
Aerospace	5th	OCS	"C" Stairwell Monitor	Hicks	Charlotte	401-9343
Aerospace	5th	OA	"D" Stairwell Monitor	Williams	Sharon	401-9296
Aerospace	5th	OA	Elevator Monitor/5th Flr	VACANT	Vacant	401-0000
Aerospace	5th	OCS	Disability (Walking)	Bushman	John	401-2418
Aerospace	5th	OCS	**Evacuation Assistant	Taylor	Harold	401-5711
	5th	OCS	**Evacuation Assistant	Apodaca		
	5th	OCS		Chandler	Betty	401-5335
Aerospace	5th	OCS			Veronica	
Aerospace	5th	OCS	**Evacuation Assistant	Walston	Ruth	401-9340
Aerospace	5th	OCS	**Evacuation Assistant	Matthews		
Aerospace	4th		Floor Monitor-4th Floor	Staten	Harold	
Aerospace	4th	OCSE	Alternate Flr Monitor-4th Floor	Canard	Jack	401-5489
Aerospace	4th	OCSE	Area Monitor	Shaw	Jack	401-5457
Aerospace		OCSE	Area Monitor	Jolly	John	401-5051
Aerospace	4th	OCSE	Area Monitor	Jenson	Charles	401-4718
		OCSE	"A" Stairwell Monitor		Anne	
	4th				Stephan	
Aerospace		OCSE				401-5625
			Area Monitor	Hansen		401-5740
		OCSE	Area Monitor	LaRue		
		OC	Area Monitor	Carter		
		OCSE	"C" Stairwell Monitor	Rich		401-3447

Aerospace	4th	OCSE	"D" Stairwell Monitor	Chin	Sheck	260-5830
Aerospace	4th	OCSE	Elevator Monitor-4th Floor	Arnaudo	David	401-5264
Aerospace	4th	OCSE	Disability (Wheel Chair)	Dickinson	William	401-5068
Aerospace	4th	OCSE	**Evacuation Assistant	Gloystein	Joe	401-6741
Aerospace	4th	OCSE	**Evacuation Assistant	Cohen	Robert	401-5428
Aerospace	2nd	OCSE	Floor Monitor/2nd Flr/OCSE	O'Connor	Joan	690-5357
Aerospace	2nd	OCSE	Alternate Flr Monitor/2nd Flr/OCSE	Laufert	George	205-3605
Aerospace			Area Monitor/OCSE	Williams	Dionne	690-4456
Aerospace			Area Monitor/OCSE	Hancock	Charlotte	401-6505
Aerospace	2nd	ACFMC	Floor Monitor/2nd Flr/ACFMC	Duvall	Kirk	401-4685
Aerospace	2nd	ACFMC	Alternate Flr Monitor/2nd Flr/ACFMC	Taylor	Tarrence	401-4685

DEPARTMENT OF AGRICULTURE -- EVACUATION MONITORS AND ASSISTANTS

<u>BUILDING</u>	<u>FLR</u>	<u>ORGAN</u>	<u>DUTY</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>PHONE</u>
Aerospace	3rd	AGRI	Floor Monitor	Wilson	Zonia	401-4995
Aerospace	3rd	AGRI	General Monitor	Sikora	Janice	
Aerospace	3rd	AGRI	General Monitor	Conrad	Jeff	
Aerospace	3rd	AGRI	General Monitor	Hungerford	Charles	
Aerospace	3rd	AGRI	General Monitor	Jones	Debbie	401-6306
Aerospace	3rd	AGRI	Disability (Walking)	Mobley	Anne	
Aerospace	3rd	AGRI	**Evacuation Assistant	Vacant		000-0000
	3rd	AGRI	**Evacuation Assistant	Vacant		000-0000
Aerospace	3rd	AGRI	Disability (Walking)	Wilder	Betty	401-3487
Aerospace	3rd	AGRI	**Evacuation Assistant	Vacant		000-0000
Aerospace	3rd	AGRI	**Evacuation Assistant	Vacant		000-0000
Aerospace	3rd	AGRI	Disability (Walking)	Gasins-Collins	Paulette	401-4002
			**Evacuation Assistant	Vacant		000-0000
Aerospace	3rd	AGRI	**Evacuation Assistant	Vacant		000-0000

Revised on 11/13/2000.

OCCUPANT EMERGENCY EVACUATION PLAN

Aerospace Center

901 D Street, S.W.

Washington, D.C. 20447

Effective Date: June 4, 1998

INTRODUCTION

1. PURPOSE:

This plan establishes the scope and methods for immediate and orderly action to safeguard life and property during facility or occupant emergencies.

2. APPLICABILITY:

The provisions of this plan are applicable to all Federal tenants, their employees, contract personnel, visitors, etc., located in the **Aerospace Building, 901 D St. S.W., Washington, DC 20447.**

3. AUTHORITY:

This plan was developed in accordance with the requirements of 29 CFR 1910.38 "Employee Emergency Plans" and FPMR 101-20.504-4 "Physical Protection."

4. EMERGENCY:

The term "emergency" applies to an unexpected situation related to fires, explosions, bomb threats, civil disturbances, electrical power failures, medical emergencies, hurricanes or other natural disasters, or accidental human-caused disasters.

The term emergency does not include emergency preparedness, as it applies to civil defense matters, such as a potential or actual enemy attack.

5. RESPONSIBILITIES:

The Federal Property Management Regulations (FPMR, Section 101-20.003) places responsibility for managing emergencies in a Federally-owned or leased facility upon a "Designated Official," who is the highest ranking official of the primary occupant agency or a designee selected by mutual agreement of occupant agency officials.

6. INITIATING ACTION:

When there is an immediate danger to personnel, such as fire, explosion, or the discovery of an actual explosive device (not a bomb threat), the occupants shall be evacuated in accordance with the plan.

When there is advance information of any emergency during normal duty hours, the Designated Official shall initiate action according to the plan, including evacuation.

After normal duty hours, the most senior Federal official present shall represent the Designated Official and will initiate action to cope with emergencies, including evacuation. As soon as practical, the Designated Official shall be apprised of the situation and consequent action.

The after hours emergency call number is (703) 424-7911, Kastle Systems.

7. REVIEWS AND TESTS.

This plan will be reviewed periodically by the Occupant Emergency Coordinator and updated, as needed.

Panic is one aspect of disaster with which Emergency Personnel should be prepared to cope. A well-trained organization and a building population that is well informed about the building Occupant Emergency Plan will minimize the likelihood of panic. Organization personnel and building occupants should participate in drills that will familiarize them with the actions they are expected to take in an emergency. Fire drills will be scheduled during the year. The Occupant Emergency Coordinator will report the results of the drill to the Designated Official. This report will include:

1. The amount of time it took for occupants to vacate the building;
2. Any deficiencies encountered and recommendations for resolutions.

8. EFFECTIVE DATE. This plan is effective June 4, 1998.

OCCUPANT EMERGENCY EVACUATION PLAN

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- 1 The amount of time it took for occupants to vacate the building;
2. Any deficiencies encountered and recommendations for resolutions.

8. **EFFECTIVE DATE.** This plan is effective June 4, 1998.

BUILDING INFORMATION SHEET

Building Name: Aerospace Center

Building Number: DC0115ZZ

Address: 901 D Street, SW Washington, D. C. 20447

Year Building Completed: 1988

Number of Floors: 10

Basements/Parking Levels: 3

Type of Building Construction: Reinforced Concrete and Steel Internal Walls: Drywall on Metal Studs

Emergency Organization: Office of Administrative Services and Facilities Management

Command Center: 1st Floor Lobby Desk

Alternate: Corner of D St., S.W., outside the GSA Building or Roving.

Emergency - In case of an emergency, such as fire, call 9-911 first, then call 484-8181 and report your name, the location and extent of the emergency. If the Emergency occurs after normal working hours, "pull" one of the red fire alarm boxes located throughout the building and by all stairwells; call 9-911 to notify the Fire Department; and exit the building.

Fire Alarm System and Signals - The fire alarm is a standard "pull" fire alarm system located throughout the building. When pulled, an audible evacuation tone signal and pre-recorded message will sound in the building. The alarm system is designed to accommodate the need for a full evacuation of the building as well as a partial evacuation, where a fire is localized on a single floor. **Thus, an alarm may sound only on the affected floor and the floors immediately above and below the affected floor, although the visual flashing light will flash on all floors.**

General Alarm - This is the evacuation signal! The general alarm will sound on affected floors or within the entire building for total evacuation.

Pre-recorded Message - This sounds within affected work areas and all stairways and elevator lobbies. **Sometimes the message can be heard in work areas not directly affected by the emergency. Listen for messages announced in your work area.**

Visual Flashing Alarm Light - The visual flashing alarm light is a small light with the word "Fire" showing. They are located in the ceiling space throughout the floors, the main lobby and the garage. It will flash on **all floors**.

Automatic Sprinkler - The building is equipped with an automatic sprinkler system which is activated by a heat source. Each sprinkler head has a plastic cap which disintegrates at a certain temperature. Once any particular sprinkler head is activated, the general fire alarm will come on notifying everyone in the effected area to evacuate the building.

Smoke Detectors - A smoke detector is installed in each lobby and other key locations to detect any unusual amounts of smoke. These alarms are tied to the general fire alarm system, and when

activated, mean evacuate.

Stairwells - The Building contains four evacuation stairwells which extend the height of the Building. The stairwell doors will allow you to exit to the ground floor of the Building, or to switch to stairwells on any floor, should it be necessary.

Elevators - In the event of a fire emergency, the elevators are not to be used. All elevators are recalled to the lobby level and shut off until activated by the Fire Department for their exclusive use during the fire emergency.

When the main lobby smoke detector activates, the elevators go to the alternate 2nd floor. All other floor alarms, the elevators go to the 1st floor lobby.

Emergency Lighting - Stairwells are equipped with back-up emergency lighting in the event power is lost to the building. These lights are inspected by the building maintenance personnel and will be adequate to enable a safe evacuation. In addition, the fire alarm is wired to this back-up system to enable monitoring in the event of a complete electrical outage.

Building Access - Two entrances on D St., S.W., and garage entrance. One entrance on L'Enfant Promenade. Building is open from 6:30 a.m. to 6:00 p.m.

EVACUATION INFORMATION

Persons Authorized to Order Evacuation (Emergency Command Center Team)

Assistant Secretary for Children and Families:	Olivia Golden	202-401-9200
Designated Official:	Betty James Duke, Deputy Assistant Secretary for Administration	202-401-9238
Alternate Designated Official:	Robert Mott, Director, Office of Administrative Services and Facilities Management	202-401-9300
Occupant Emergency Coordinator:	Lee Roy Clark, Office of Administrative Services and Facilities Management	202-401-4890
Alternate:	Gail Griffin, Office of Administrative Services and Facilities Management	202-401-4594
Floor Team Coordinator:	Nancy Stipa, Office of Administrative Services and Facilities Management	202-401-5587
Alternate:	Wilhelmina Harris, Office of Administrative Services and Facilities Management	202-401-4580
Most Senior Federal Official (after normal duty hours)		

Evacuation Signals - Activation of General Alarm followed by announcement over public address system.

Means of Evacuation - Employees shall exit by use of the stairwell designated (see floor plan attached) or as directed by members of the evacuation team. **Please review the attached floor plan carefully so that you know where you are to exit.** If you are not sure, call your Area Monitor for assistance.

Relocation Site - Upon exiting the building, employees should assemble across "D" Street from Aerospace Center. Please do not leave this site unless absolutely necessary and then only after informing someone that you have safely exited from the building. Occupant Emergency Personnel must be able to account for all occupants in their area of responsibility.

Suspicious Object - Floor Monitors will be notified of suspicious objects.

Building Re-Entry - When authorized by the Designated Official, the Monitors outside will inform employees to re-enter.

OCCUPANT EMERGENCY SERVICES

Emergency Command Center - The primary control point for ACF at the initiation of an emergency will be located at the 1st Floor Lobby Desk. Telephone 202-401-9300/301-502-2284 (portable telephone).

In the event that this area is not secure, the Emergency Command Center will be located at the corner of D St, S.W., outside of the GSA Building.

Also in the event that the building is evacuated, emergency operations will be directed by portable radio (in a fire emergency), or runners in a bomb or gas emergency. **Radios are not to be used in a bomb emergency.**

Communications - The Occupant Emergency Coordinator requires timely, accurate information upon which to decide a course of action and to maintain contact with members of the Occupant Emergency Organization. The communications system will include: telephones, public address system, portable radios, and runners. All members of the Occupant Emergency Team will keep the Occupant Emergency Coordinator informed of activities by whatever communication mode is available.

Fire Controls - Fire alarms can be activated either by smoke detectors or manually. Building Personnel and others can help extinguish small fires using the extinguishers located strategically throughout the building and by each stairwell entrance. Once the Fire Department arrives, the Fire Official in charge will assume command.

After reporting to the Emergency Command Center, the Occupant Emergency Coordinator will call the emergency 911 number to verify that the Fire Department has been notified.

Medical - When medical assistance is needed, Occupant Emergency Organization members, GSA Health Unit personnel (708-6085), and other identified occupants may be the fastest source of first aid/cardiopulmonary resuscitation. Also, all Federal Protective Service Officers are qualified in first aid/CPR. Local police, fire and rescue squads can provide ambulance services and paramedics (9-911). Police and Fire Department personnel can also maintain order during an emergency requiring large scale medical services.

Rescue - Building management personnel are especially familiar with floor plans and mechanical systems in the event of mechanical or other entrapment. Local Fire Departments normally have the most rescue experience and training.

Toxic Fumes, Hazardous Chemicals and Gas Leaks. The local fire department has breathing apparatus and should be able to provide information on hazardous materials.

In the event of a gas leak, call the gas company (9-703-750-1000).

Damage Control, Repair, and Restoration of Services. The Building Manager will know where to get help in controlling damage and restoring services.

Bomb Search and Disposal. Federal Protective Service Officers have primary search responsibility if a bomb is suspected in Federal space. They, as well as local police, can help train for bomb searches and provide leadership during a search. Occupants, because of their familiarity with the space where they work, can most easily spot something that does not belong there. They should be warned, however, not to

touch suspicious objects. Evacuation of occupants may be necessary.

The bomb disposal unit of the local police would, in most instances, provide the quickest response for defusing or otherwise disposing of a bomb.

DO NOT USE RADIO EQUIPMENT TO TRANSMIT MESSAGES.

Evacuation. Trained personnel in the Occupant Emergency Team can lead the safest and fastest evacuation of a building. The Federal Protective Service and/or the Metropolitan Police can control traffic and crowds during an evacuation.

OCCUPANT EMERGENCY ORGANIZATION

FACILITY:

Aerospace Center

Administration for Children and Families

901 D Street, S.W.

Washington, DC 20447

EMERGENCY COMMAND CENTER:**Primary:**

1st Floor Lobby Desk, (202) 401-9300

Office of Administrative Services and Facilities Management

Alternate:

Corner of D Street, S.W., Outside the GSA Building, or Roving.

OCCUPANT EMERGENCY COORDINATOR:

Lee Roy Clark (Phone 202-401-9300 or 202-401-4890)

Office of Administrative Services and Facilities Management

FIRE/BOMB EXPLOSION/HAZARDOUS MATERIALS LEAK (Usually Gas)

Occupants (Affected Area) -

If feasible, proceed calmly but quickly to assigned stairwell and exit the building. Assist persons needing assistance and inform floor personnel, if appropriate.

Occupants (Non-Affected Area) -

The visual flashing alarm will flash in your area. Proceed to assigned stairwell and exit the building if the general alarm sounds in your area.

Occupant Emergency Coordinator -

Activate Emergency Command Center Team.
Order evacuation or activate fire alarm.
Verify emergency response (Telephone: 9-911).
Notify Federal Protective Service (Telephone: 9-708-1111).
Coordinate actions and assist Floor Teams.

Floor Monitors

Supervise evacuation and first-aid.
Coordinate Floor Team activities.
Verify evacuation is complete on floor.
Report evacuation or condition to Emergency Command Center.
Direct and move occupants to a safe area as situation on floor dictates.
Arrange to have persons requiring assistance moved to holding area for evacuation.
Keep Emergency Command Center informed.
When Floor is clear, instruct Floor Team to evacuate building. Advise Emergency Command Center.

Monitors

Control movement of personnel.
Keep doors to stairwell open.
Inspect routes and stairwell for smoke or obstruction; if obstructed direct occupants to another route or stairwell.
Direct occupants to a safe area when advised by Floor Monitors.
Leave building when instructed by Floor Monitors or Command Center.

Assistants to Persons Requiring Assistance

Assist assigned employee and any visitors requiring assistance.
Help person to evacuate by stairwell, or elevator, as directed by Floor Monitor or Emergency Command Center.
Report to Floor Monitor

SUSPICIOUS PACKAGE (Possible Bomb)

Occupants (Affected Area)

Survey your work area for unusual objects - do not touch.
Report survey findings to Floor Monitor.
If feasible, proceed calmly but quickly to assigned stairwell and exit the building.
Assist persons needing assistance and inform floor personnel, if appropriate.

Occupants (Non-Affected Area)

The visual flashing alarm will flash in your area.
Proceed to assigned stairwell and exit the building if the general alarm sounds in your area.

Occupant Emergency Coordinator

Activate Emergency Command Center Team.
Order evacuation of occupants in blast area and all floors above affected area.
Notify Bomb Disposal experts (Telephone: 9-911).
Verify Federal Protective Service notification and response.
Notify Floor Monitors.

Floor Monitors - (Affected Area)

Notify Floor Team.
Determine location of suspicious object and if possible, avoid using stairwells and elevators in immediate area.
Carry out evacuation or relocation plan.
Supervise evacuation.
Verify and report to Emergency Command Center.
Instruct Floor Team to leave building when directed by Emergency Command Center.

Monitors

Inspect stairwells and exit routes.
Lead occupants to safe area when directed by Floor Monitor.
Report status to Floor Monitor.
Leave building when instructed by Floor Monitor or Emergency Command Center.

Assistants to Employees Requiring Assistance

Assist assigned employee, and any visitors requiring assistance.
Help person to evacuate by stairway, or elevator as directed by Floor Monitor or Emergency Command Center.
Report to Floor Monitor.

Monitors/Assistants to Employees Requiring Assistance (Areas Not Affected)

Restrict use of elevators and stairways.

Keep occupants informed.
Report status to Emergency Command Center.

Technical Advisors

Go to Emergency Command Center.
Provide assistance, as needed.

BOMB THREAT

Person Receiving Threat

All bomb threats should be regarded as legitimate, even though statistics prove that 95% to 99% are hoaxes. Remain calm, get as much information as possible using attached Telephone Bomb Threat Report, attempt to recall every statement made by the caller.

IT IS IMPORTANT TO TAKE NOTES. WRITE DOWN AS MUCH INFORMATION AS POSSIBLE.

After receiving the call, contact the Occupant Emergency Coordinator (401-9300), or the Designated Official (401-9200).

Occupants

Survey your work area for unusual objects - DO NOT TOUCH.

Report survey findings to Area Monitor or Floor Monitor.

Assist persons needing assistance and inform floor personnel, if appropriate.

If feasible, proceed calmly but quickly to assigned stairwell and exit the building.

Occupant Emergency Coordinator

DO NOT USE RADIO EQUIPMENT TO TRANSIT MESSAGES.

Verify Federal Protective Service notification and response (Telephone: 9-708-1111).

Activate Emergency Command Center Team.

Activate Floor Monitors to start search.

Notify Floor Teams to start search.

Notify Metropolitan Police Department (Telephone: 9-911).

Notify Building Management (Telephone: 9-833-3300).

Floor Monitors

Activate Floor Team.

Notify Floor Team to start search.

Instruct occupants to search their work areas.

Search assigned public areas and stairways.

Report conditions to Occupant Emergency Coordinator.

Assistants to Employees Requiring Assistance

Assist assigned employee, and any visitors requiring assistance.

Help person to evacuate by stairway, or elevator as directed by Floor Monitor or Emergency Command Center.

Report to Floor Monitor.

Technical Advisors

Go to Command Center.
Provide assistance as needed.

MEDICAL/FIRST AID EMERGENCY

Occupants

Contact the GSA Health Unit (708-6085) or if severe, call emergency services (9-911).
If appropriate, notify employee's supervisor.

Occupant Emergency Coordinator

Limited emergency:

Notify Floor Monitor/Administrative Officer. Each component has a first aid cabinet with medical supplies.

Widespread emergency:

Go to Emergency Command Center.
Notify Command Center Team.
Notify Federal Protective Service (Telephone: 9-708-1111).
Coordinate actions and assist Floor Teams.
Notify Metropolitan Police Department (9-911), if necessary.

Floor Monitor (for widespread emergency)

If possible, provide first aid/CPR.
Obtain medical assistance (see Emergency Call List).
Reserve elevator for emergency use.
Meet responding emergency unit in lobby.
Verify medical assistance response.

NATURAL DISASTER--NO WARNING

Occupants (Affected Area)

If feasible, proceed calmly but quickly to assigned stairwell and exit the building.
Assist persons needing assistance and inform floor personnel if appropriate.

Occupant Emergency Coordinator

Go to Emergency Command Center.
Activate Command Center Team.
Notify Floor Monitors.

Command Center Team

Go to Emergency Command Center.
Provide assistance, as needed.

Floor Monitors

Inspect stairwells for any damage or obstruction.
Keep Occupant Emergency Coordinator advised and carry out any special instructions.

NATURAL DISASTER--ADVANCE WARNING

Occupants (Affected Area)

If feasible, proceed calmly but quickly to assigned stairwell and exit the building.
Assist persons needing assistance and inform floor personnel if appropriate.

Occupant Emergency Coordinator

Go to Emergency Command Center.
Activate Command Center Team.
Notify Floor Monitors.
Notify Occupants.

Command Center Team

Go to Emergency Command Center.
Provide assistance, as needed.

Floor Monitors

Inspect stairwells for any damage or obstruction.
Keep Occupant Emergency Coordinator advised and carry out any special instructions.

DEMONSTRATION SITUATION

Occupants (Affected Area)

Remain at your workplace until instructed on what to do by Emergency Team.

Occupant Emergency Coordinator

Notify Federal Protective Service (Telephone: 9-708-1111).

If no Federal Protection Unit is in the area,
notify the Metropolitan Police Department (Telephone: 9-727-1010).

Notify Command Center Team and provide any special instructions.

Technical Advisor (Security Officer)

Move all available security and guard personnel to first floor area.

Avoid any interaction with demonstrators.

Establish alternate route for entering and/or departing building.

Follow instructions of Federal Protective Service or Metropolitan Police Department.

Command Center Team

Carry out any special instruction received from Designated Official/Occupant Emergency Coordinator.
